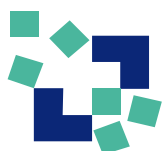


STATUS 28-0 - CLOSED AFTER PLAN INITIATED

- A. Definition:** A case is closed Status 28-0 when the client was found eligible and received services under an IPE and it had been determined that suitable employment could not be achieved or that employment resulted without benefit derived from VR services and has been in Status 14-0, 16-0, 18-_, 20-0, 22-0, or 24-0.
- B. Scope of Services:** The final case process for an individual who meets the criteria listed in the definition.
- C. Agency Expectations:**
1. R-413 Closure Summary - When the decision is made that it is necessary to close the case, the agency representative should develop a case narrative, which to the extent that it has not been previously recorded in the casefile, will include:
 - a) a description of the services provided to the client and any benefits which the client may have received from those services;
 - b) the reason the file is being closed and any attempts to remedy the situation;
 - c) as appropriate the R-413 will also reflect efforts of the agency representative to identify any other agency or services, including Independent Living Services, which might be available and appropriate to the needs of the client; and that the client was advised and assisted in making application for such other agency or resource; and
 - d) if client is closed working in an extended employment situation or due to an exacerbation of the disability preventing employment activities, it must be stated whether an annual review of this decision is required. After review of the decision, the R-413 must clearly show that the determination to not pursue competitive employment was made only after full consultation with the client, or as appropriate, with a parent, guardian, or other representative.
 2. The IPE-3 will be completed and signed. If the client is not available to sign it, the reason should be shown on the client signature line and the client copy sent to the client or other representative.
 3. The agency representative will make an effort to contact the client by using sources identified in the file listed as knowing where the client can be located.

August, 2007



4. If the client is being closed because of a move from the state, whenever feasible they will be given the name and address of the rehabilitation office nearest the new residence.
5. The Rehabilitation Associate or Assistant will follow up on the case to determine the progress and if the client requires an appointment with the counselor.
6. The Rehabilitation Counselor determines when it is appropriate to close the case record in status 28 and directs the Associate and Assistant to complete the closure.

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